

**AMENDMENT**  
**Request for Proposal**

Amendment Date: November 12, 2010  
Amendment Number: 4  
Bid Event ID: EVT0000186  
Closing Date: January 4, 2011, 2:00 PM  
Procurement Officer: Tami Sherley  
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Web Address: <http://da.ks.gov/purch>  
Item: K-MED Project  
Agency: Kansas Health Policy Authority  
Period of Contract: May 30, 2011 through September 30, 2015  
(with the option to renew for three (3) additional twelve (12) month periods)

**Conditions:**

- Below are responses to questions received prior to the November 2, 2010 Question deadline. Please note that the numbering sequence follows the Responses provided under Amendment Three.**
- Additionally, the responses to the questions received on November 2, 2010 will be posted pursuant to the timeline within the RFP document.**

A signed copy of this Amendment must be submitted with your bid. If your bid response has been returned, submit this Amendment by the closing date indicated above.

I (We) have read and understand this amendment and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Amendment Number 4 EVT0000186 was recently posted to the Division of Purchases Internet website. **The bid document can be downloaded by going to the following website:**

<http://www.da.ks.gov/purch/RFQ/EVT0000186>

**It is the vendor's responsibility to monitor the Division of Purchases website on a regular basis for any changes/addenda.**

- 42) RFP Section 2.3, Page 40, Contract and Term, Item #4, Activity 1.

This item states that the anticipated contract start date is May 30, 2011. The K-MED procurement schedule on page 31 shows June 22, 2011 as the Project Execution/Project Kick-off Meeting. Is there a discrepancy in these dates?

**Answer:** *The anticipated contract start date of May 30, 2011 on RFP page 40 is incorrect. It should match Item #14 on the K-MED Procurement Schedule on RFP page 31, which is May 20, 2011. Please note that after the contract is signed, then the Contractor works with the State's Project Director to finalize and obtain approval of the detailed project plan by the Kansas Information Technology Office (KITO). When the detailed project plan receives all appropriate approvals, then the project can begin. This explains the gap between the contract signing and the project kick-off meeting. Please see RFP Section 1.5.2 and RFP Section 1.5.3 for additional information.*

- 43) RFP Section 3.4.8, Page 58, TAB 4 – Proposer Corporate Information.

Bullet 4 in this section requires an organizational chart. Does KHPA desire an organization chart for the entire corporation or an organizational chart for the corporate entities responsible for this contract? A project organization chart is required later in TAB 11. Can this corporate organization chart end where the project organization chart begins?

**Answer:** *We are assuming that this question refers to bullet 7, and will answer accordingly.*

*Please provide an organization chart that explains in sufficient detail where the corporate entity responsible for this proposal fits into the overall corporate structure. If it makes sense to provide two organization charts at different levels of detail, then please do so. The corporate organization chart may end where the project organization chart begins, as suggested.*

- 44) RFP Section 3.4.11.2.5, Page 73, Customizations.

RFP Section 3.4.12.1, Page 91, Ongoing Operations.

RFP Appendix 7, Page 239, Cost Proposal Schedules.

Both of these sections make reference to fixed price. Section 3.4.11.2.5 states, "Though it is the State's desire to utilize a fixed price arrangement for the entire project, including all customizations..." This information coupled with the level of detailed requested in RFP Appendix 7 raises uncertainty that the State is requiring a firm fixed price arrangement, a time and materials arrangement or a combination of the two. Is this contract a firm fixed price arrangement for the entire period of performance and for all required components?

**Answer:** *The result of this procurement will be a fixed price deliverables-based contract. However, allowance is made for necessary scope changes that may require other payment arrangements. Please see RFP Section 3.6.13.*

- 45) RFP Section 3.4.11.2.6.1, Page 76, Security, #4.

Please identify the specific laws or regulations in KHPA policy that should be addressed in the response to this requirement.

**Answer:** *During design, KHPA will provide specific guidance and instructions for implementation and application of any applicable laws, regulations, or policies that apply. Proposers should, at a minimum, address compliance with the most common Medicaid security / confidentiality laws and regulations, such as HIPAA and Kansas Administrative Regulation (KAR) 30-6-40.*

- 46) RFP Section 3.4.11.2.12, Page 86, Knowledge Transfer Services.

Please identify the specific KHPA personnel who will be involved in the knowledge transfer and the knowledge that should be transferred outside of the required training.

**Answer:** *Guidance concerning the KHPA personnel to which this activity applies is provided in RFP Section 3.4.11.2.12 (see items 1-5). KHPA has also provided the KHPA Project Roles in RFP Section 2.10. It is expected that the Proposer will propose appropriate knowledge transfer services to the appropriate KHPA personnel based on the information provided, including the specific requirements for training (see RFP Section 3.4.11.2.9 and subsections, pp 82-84).*

- 47) RFP Section 3.4.11.2.17, Page 91, Quality Assurance Services.

RFP Section 3.4.13, Page 92, TAB 9 – Performance Expectations.

The third paragraph requires the Contractor to provide a Quality Assurance Plan identifying how the performance expectations referred to in Section 3.4.13 – Performance Expectations will be monitored and achieved. Does KHPA expect the Quality Assurance Plan to be submitted with the proposal or a description of the plan? Or does KHPA expect a description of how the Contractor will meet the performance expectations?

**Answer:** *KHPA does not expect that the Quality Assurance Plan deliverable be submitted with the proposal. RFP Section 3.4.11.2.17 requires the Contractor to provide a Quality Assurance Plan deliverable. It also requires the Proposer to describe its standard Quality Assurance methodology.*

*The Proposer is required to list and describe all implementation deliverables in RFP Section 3.4.11.2.2.1, and all ongoing operations deliverables in RFP Section 3.4.12.1.*

*The Proposer is required to explain how their proposed solution will meet the required performance expectations in RFP Section 3.4.13.*

*Please see RFP page 15 for a list of key definitions, particularly “Proposer” and “Contractor.”*

- 48) RFP Section 3.4.15.5, Page 97, Facilities Location and Space Requirements

The second paragraph states, “The facility will serve as the base location for the User Support and Training Functions....” Will KHPA allow the use of multiple facilities to meet this requirement? Could there be a separate facility dedicated to User Support services that meets the five mile, ADA and parking requirements?

**Answer:** *KHPA prefers a single facility but will consider proposals that involve separate facilities.*

- 49) RFP Section A6.2.1 in RFP Appendix 6, Page 218, Deliverables Processes

The RFP states that draft deliverables in the form of annotated tables of contents must be presented for KHPA approval before beginning work on the deliverable. Are the annotated tables of contents subject to the standard QARP process and associated standard review periods?

**Answer:** *Yes.*

- 50) RFP Appendix 12, Page 249, Performance Expectations

Sections A, B and C describe system response times, availability and requirements that are out of the control of the vendor for K-MED. How can the K-MED vendor be held accountable for hosting related performance expectations?

**Answer:** *Please see Answer #24 and Answer #29.*

- 51) RFP Section 3.4.10.3, Page 62, Item #2, The Kansas Geographic Information System (GIS).

The reference to “RFP Section 4.74, Geographic Information System (GIS)” appears to be incorrect. Please confirm that the correct reference is “RFP Section 4.63, Geographic Information System (GIS) Compliance.”

***Answer:*** *Confirmed.*